

GRAND RAPIDS AREA LIBRARY BOARD

Grand Rapids Area Library

April 9, 2014 5:00 P.M.

DRAFT

5:00 **Call to order**

5:01 **Roll call:**

5:05 **A. Approval of agenda (Packet Item A)**

5:10 **B. Minutes. (Packet Item B)**

5:12 **C. Communications**

5:15 **D. Financial Report (Packet Items D1-) .) Roll Call Vote Required**

5:20 **E. Staff Reports (Packet Items E__)**

5:25 **F. Old Business:**

5:30 **G. New Business:**

Consent Agenda: (Any item on the consent agenda will be pulled from the consent agenda and moved to the regular agenda on request of any board member or member of the public.) **Roll Call Vote Required.**

1. Approve payment of late bills

- | | |
|--------------------------|----------|
| a. UMS | \$125.30 |
| b. MN Women's Press Inc. | \$60 |
| c. Xerox | \$117.82 |

2. Approve Contracts

- a. Diffley April 30 organic garden \$500 honorarium
- b. Dooley May 8 local foods cooking \$200 honorarium

3. Approve Resolution 2014- 04 Accepting Donations

- a. \$34 from Grand Rapids Garden Club for Northern Gardner magazine
- b. \$100 from Shirley Stanek in honor of Chet Stanek

Regular agenda

- 1. Approve summer schedule of Saturdays
- 2. Adopt strategic plan 2014-2017
- 3. Authorize use of meeting room by Uncommon Loons on Sunday June 29 in case of inclement weather

6:00 **Adjourn**

Demonstration of downloadables to follow

**Grand Rapids Area Library
Regular Board Meeting
March 12, 2014**

Members Present: Abby Kuschel, David Yankowiak, Dennis Jerome, Janet Neurauter, Mary Helen Haarklau, Shannon Benolken, Max Peters, and Jean Macdonell

Members Absent: John Soll

Staff Present: Director Marcia Anderson

The monthly board meeting was called to order at 5:05 PM by Dennis Jerome.

Agenda: Shannon Benolken moved to approve the agenda. A second was made by Abby Kuschel. The motion passed unanimously.

Minutes: Janet Neurauter moved to approve the minutes from the February 12, 2014 board meeting. A second was made by Jean Macdonell. The motion passed unanimously.

Communications:

- *Minnesota Community Foundation:* Director Marcia Anderson noted that the distribution from the Minnesota Community Foundation is based on the amount that is in the fund (4%). The library should get this in the next month or so.

Financial Report:

**Grand Rapids Area Library Bill List
Invoices Due On/Before March 12, 2014**

AMAZON.COM	\$104.61
AMERIPRIDE LINEN & APPAREL	38.06
ARROWHEAD LIBRARY SYSTEM	269.07
BAKER & TAYLOR INC.	1,885.52
BLUE CROSS & BLUE SHIELD OF MN	4,699.00
BUSY BEES QUALITY CLEANING	1,700.00
CHICAGO DISTRIBUTION CENTER	394.95
DELTA DENTAL OF MINNESOTA	216.75
DEMCO	2,098.35
DIVERSE MEDIA INC.	72.91
DULUTH NEWS TRIBUNE	298.48
FIDELITY SECURITY LIFE INSURANCE CO.	11.27
GALE	23.01
GRAND RAPIDS CITY PAYROLL	37,438.03
JUNIOR LIBRARY GUILD	63.00
LINCOLN REPUBLIC INSURANCE CO.	41.00
M.E. SHARPE INC.	249.00
MINITEX	359.00
MINNESOTA ENERGY RESOURCES	2,849.64
MINNESOTA REVENUE	35.70
NARDINI FIRE EQUIPMENT CO. INC.	35.50
NEXTERA COMMUNICATIONS LLC	89.44
NORTHERN BUSINESS PRODUCTS INC.	511.13
P.U.C.	2,702.77
PAUL BUNYAN COMMUNICATIONS	488.24
PERSONNEL DYNAMICS LLC	345.68
PIZZA WORKS	11.99
SALEM PRESS	485.19
SIM SUPPLY INC.	234.33
SUOMI HILLS KENNEL	100.00
THOMSON REUTERS – WEST	159.00
TRU NORTH ELECTRIC LLC	1,582.00
UNIQUE MANAGMENT SERVICES	429.60
VERIZON WIRELESS	112.46
VIKING ELECTRIC SUPPLY INC.	149.40
VISA	24.00
XEROX CORPORATION	27.73
TOTAL ALL VENDORS	\$60,335.81

The Minnesota Energy bill was \$2,800, and that covered December and January. That is why that list item was so high.

Shannon Benolken moved to approve the financial report. A second was made by Abby Kuschel. On a roll call vote the motion passed unanimously.

Staff Reports: Director Marcia Anderson mentioned that the panic buttons were hooked up this morning. This notifies Dispatch in case of an emergency. This makes the library staff feel more secure because they have an available and functional alarm system. Director Marcia Anderson is also working with the Library Foundation to complete a grant application to the Minnesota Power Foundation for completion of the solar sunflowers.

Old Business: None to report.

New Business:

- *Consent Agenda:*
 1. Approve Payment of Late Bills
 2. Approve Contracts
 3. Approve Resolution 2014-3 Accepting Donations

\$50 from Tom and Mary Jo Cummins in memory of Gail Bauer undesignated
\$100 from Ron and Anne Radecki in memory of Dorothy Pawlcyn cookbooks
\$600 Shirley Stanek in memory of Chester Stanek
\$25 R. J. & M. C. Buystedt in memory of Chester Stanek
\$50 Bruce & Diane Bedidelman in memory of Chester Stanek
\$150 Kathleen Kasprick in memory of Chester Stanek

Abby Kuschel moved to approve the consent agenda. A second was made by Jean Macdonell. On a roll call vote the motion passed unanimously.

Regular Agenda:

- **Discuss contributions to funds for downloadable books and magazines for the region** – Currently, ALS has a line item in their budget for downloadable books. These books are being downloaded very frequently, and individual libraries can contribute to this fund in order to have more of these books available to library users. Various Library Directors have decided that downloadable magazines (Zinio) are worth the libraries' additional funding as well. Shannon Benolken moved to approve that the library spend \$1,763 on downloadable books and an extra \$1,000 on Zinio. A second was made by David Yankowiak. On a roll call vote the motion passed unanimously.

- **Authorize submission of the 2013 annual report to the MN Department of Education** – Director Marcia Anderson noted that the library ended the year with a surplus because some projects had to be postponed until 2014. Abby Kuschel moved to approve the submission of the 2013 annual report to the Minnesota Department of Education. A second was made by Max Peters. The motion passed unanimously.
- **Strategic Planning: Amended version of Mission Statement and Service Priorities** – The members of the board discussed the amended version of the Mission Statement. They gave feedback and made improvements on some of the service priorities.

Director Marcia Anderson noted that library users have requested a color printer, color copier, scanner, and fax machine to be provided in the library. The members of the board discussed this request.

The monthly board meeting was adjourned at 5:59 PM by Dennis Jerome.

Board member *ABBY KUSCHEL* introduced the following resolution and moved for its adoption:

RESOLUTION NO. 2014-03
A RESOLUTION ACCEPTING DONATIONS


WHEREAS, Minnesota State Statutes 465.03, states that cities may accept gifts of real or personal property, including money, and use them in accordance with the terms the donor prescribes, and

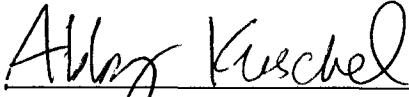
WHEREAS, every such acceptance shall be by resolution of the governing body adopted by a two-thirds majority of its members,

NOW THEREFORE, BE IT RESOLVED, that the Library Board of the City of Grand Rapids, Itasca County, Minnesota, accepts the listed donations and terms of the donors as follows:

- \$50 from Tom and Mary Jo Cummins in memory of Gail Bauer undesignated
- \$100 from Ron and Anne Radecki in memory of Dorothy Pawlcyn cookbooks
- \$600 Shirley Stanek in memory of Chester Stanek
- \$25 R. J. & M. C. Buystedt in memory of Chester Stanek
- \$50 Bruce & Diane Bedidelman in memory of Chester Stanek
- \$150 Kathleen Kasprick in memory of Chester Stanek

Adopted this 12th day of March 2014


Dennis Jerome, President


Abby Kuschel, Secretary

Board member *JEAN MARDONELL* seconded the foregoing resolution and the following voted in favor thereof: *ABBY KUSCHEL, DAVID YANKOWIAK, DENNIS JEROME, JAVET NEURAUTER, MAY PETERS, MARY HELEN HAARKIALL, SHANNON BENOIKEN, JEAN MARDONELL*

And the following voted against same: *NONE*

And the following abstained: *NONE*

Whereby the resolution was declared duly passed and adopted.

CITY OF GRAND RAPIDS
GRAND RAPIDS AREA LIBRARY
SCHEDULE OF CHANGES IN REVENUE, EXPENDITURES, AND FUND BALANCE
FOR THE THREE MONTHS ENDING MARCH 31, 2014
With Comparative Totals for March 31, 2013

	2013 Actual	2014 Actual	2014 Budget	Percent of Budget
Fund Balance 1/1/XX:				
Cash Flow	368,148	378,241	378,241	
Compensated Absences	31,932	31,932	31,932	
Emergency/unanticipated Expenditures	31,354	31,354	31,354	
Major Equipment Replacement				
TOTAL FUND BALANCE 1/1/XX	431,434	441,527	441,527	
Revenues:				
Taxes	-	-	603,975	0%
Intergovernmental	-	-	130,000	0%
Charges for Services	1,272	1,119	11,182	10%
Fines & Forfeits	3,002	2,897	15,000	19%
Blandin Grant	2,261	-	-	0%
GR Library Foundation	10,609	-	-	0%
Miscellaneous	3,818	4,716	12,500	38%
Other Sources-Operating Transfer	-	-	-	0%
Other Sources (Fund Balance Usage)	-	-	-	0%
TOTAL REVENUES	20,962	8,732	772,657	1%
Expenditures:				
Personnel	130,959	130,983	544,347	24%
Supplies/Materials	19,011	28,073	94,600	30%
Other Services/Charges	35,074	38,323	133,710	29%
Blandin Grant	1,562	-	-	0%
TOTAL EXPENDITURES	186,606	197,379	772,657	26%
Revenues > Expenditures	(165,644)	(188,647)	-	
Library Foundation Grant-Capital Grant	-	-	-	0%
Capital Outlay	32,370	-	-	0%
Fund Balance 3/31/XX				
Cash Flow	170,134	169,758	358,405	
Compensated Absences	31,932	31,497	31,497	
Emergency/unanticipated Expenditures	31,354	51,625	51,625	
Major Equipment Replacement	-	-	-	
TOTAL FUND BALANCE 3/31/XX	\$ 233,420	\$ 252,880	\$ 441,527	

The Grand Rapids Public Library Endowment Fund of Minnesota Foundation has a balance of \$32,727 as of 12/31/13. This endowment is not available for current operations.

CITY OF GRAND RAPIDS
 GRAND RAPIDS AREA LIBRARY REVENUE & EXPENDITURES
 YEAR TO DATE THROUGH MARCH 31, 2014

Account Number	Account Description	2014 Budget	Year to Date	Percent of Budget
211-00-31-00-0100	CURRENT	\$ 603,975	\$ -	0%
211-00-33-00-6300	LIBRARY CONTRACTS	130,000	-	0%
211-00-33-00-6310	ALS REIMBURSEMENT	-	-	0%
211-00-34-00-7960	ALS CROSS-OVERS	6,282	-	0%
211-00-34-00-7970	PHOTO COPIES	1,900	399	21%
211-00-34-00-7975	INTERNET	3,000	681	23%
211-00-34-00-7980	LIBRARY FEES-PROCTORING	-	40	0%
211-00-35-00-1030	LIBRARY FINES	15,000	2,897	19%
211-00-37-00-2310	DONATIONS	2,500	44	2%
211-00-37-00-2320	DONATIONS-MEMORIAL BOOKS	1,000	1,075	108%
211-00-37-00-2336	DONATIONS-CHILDRENS LIBRARY	-	39	0%
211-00-37-00-2337	DONATION-LIBRARY PROGRAMS	300	-	0%
211-00-37-00-2365	ENDOWMENT FUND INCOME	1,300	1,284	99%
211-00-37-00-2375	MEETING ROOM RECEIPTS	3,000	1,596	53%
211-00-37-00-2450	MISCELLANEOUS	1,900	678	36%
211-00-37-00-5100	INVESTMENT INCOME	2,500	-	0%
211-00-39-00-5010	SALES OF GENL FIXED ASSETS	-	-	0%
211-00-39-00-5030	OPERATING TRANSFERS IN	-	-	0%
	TOTAL REVENUE	772,657	8,732	1%
211-00-39-00-5500	FUND BALANCE USAGE	-	-	0%
211-00-75-00-7200	OPERATING TRANSFER OUT	-	-	0%
211-00-75-10-1010	SALARY-FULL TIME	309,781	64,266	21%
211-00-75-10-1030	SALARY-PARTTIME	101,697	20,785	20%
211-00-75-10-1050	CONTRACTED SERVICES	3,000	767	26%
211-00-75-10-1210	PERA	29,832	6,166	21%
211-00-75-10-1220	FICA	25,512	4,995	20%
211-00-75-10-1250	MEDICARE	5,966	1,168	20%
211-00-75-10-1310	HEALTH INSURANCE	63,855	29,792	47%
211-00-75-10-1330	LIFE INSURANCE	246	(33)	-13%
211-00-75-10-1335	DENTAL INSURANCE	1,858	418	22%
211-00-75-10-1347	VISION INSURANCE	-	3	0%
211-00-75-10-1420	UNEMPLOYMENT	200	-	0%
211-00-75-10-1510	WORKERS COMPENSATION	2,400	2,657	111%
211-00-75-20-2010	OFFICE SUPPLIES	8,000	2,477	31%
211-00-75-20-2020	COPY SUPPLIES	1,000	75	7%
211-00-75-20-2030	PRINTING/BINDING	600	76	13%
211-00-75-20-2060	COMPUTER SUPPLIES	4,000	793	20%
211-00-75-20-2070	COMPUTER INVENTORY	2,000	-	0%
211-00-75-20-2075	ASSETS BETWEEN \$700-\$4999	12,000	4,412	37%
211-00-75-20-2090	INVENTORIAL SUPPLIES	1,000	359	36%
211-00-75-20-2095	VOLUNTEER PRGM SUP & MATERIALS	350	-	0%
211-00-75-20-2100	OPERATING SUPPLIES	2,000	2,460	123%
211-00-75-20-2110	BOOKS	42,000	13,337	32%
211-00-75-20-2120	AUDIO/VISUAL	9,000	2,829	31%
211-00-75-20-2130	NEWSPAPERS	1,000	644	64%
211-00-75-20-2140	PERIODICALS	8,000	43	1%
211-00-75-20-2150	MAINTENANCE TOOLS/SUPPLIES	3,000	567	19%
211-00-75-20-2190	OTHER SUPPLIES/MATERIALS	350	-	0%
211-00-75-20-2210	EQUIPMENT PARTS	300	-	0%
211-00-75-30-3000	PROFESSIONAL SERVICES	100	-	0%
211-00-75-30-3010	ACCOUNTING SERVICES	800	-	0%
211-00-75-30-3040	LEGAL	500	-	0%
211-00-75-30-3070	LAUNDRY	480	114	24%
211-00-75-30-3090	JANITORIAL SERVICES	20,400	5,100	25%
211-00-75-30-3100	OTHER CONTRACTED SERVICES	4,000	2,637	66%
211-00-75-30-3210	TELEPHONE	7,000	1,286	18%
211-00-75-30-3220	POSTAGE/FREIGHT	500	62	12%
211-00-75-30-3230	SEMINAR/MEETINGS/SCHOOL	1,000	123	12%

CITY OF GRAND RAPIDS
 GRAND RAPIDS AREA LIBRARY REVENUE & EXPENDITURES
 YEAR TO DATE THROUGH **MARCH 31, 2014**

Account Number	Account Description	2014 Budget	Year to Date	Percent of Budget
211-00-75-30-3255	STAFF TRAINING	500	67	13%
211-00-75-30-3260	COMMUNITY ED PROMOTION	300	230	77%
211-00-75-30-3300	PROFESSIONAL SERV-COLLECTIONS	2,400	430	18%
211-00-75-30-3310	AUTO MILEAGE/TRAVEL	150	-	0%
211-00-75-30-3510	PUBLISHING & ADVERTISING	500	-	0%
211-00-75-30-3610	GENERAL INSURANCE	9,000	11,163	124%
211-00-75-30-3810	ELECTRICITY	39,930	5,107	13%
211-00-75-30-3840	GARBAGE REMOVAL	1,600	375	23%
211-00-75-30-3860	HEAT-NATURAL GAS	4,000	3,576	89%
211-00-75-30-4000	MAINTENANCE CONTRACTS	5,000	1,671	33%
211-00-75-30-4010	BUILDING MAINT/REPAIRS	15,000	2,312	15%
211-00-75-30-4015	GROUNDS MAINTENANCE	1,000	1,681	168%
211-00-75-30-4020	COMPUTER MAINT/REPAIR	10,000	513	5%
211-00-75-30-4030	ONLINE SERVICES	3,000	1,243	41%
211-00-75-30-4070	GENERAL EQUIP MAINT/REPAIR	5,000	348	7%
211-00-75-30-4100	EQUIPMENT LEASES	900	199	22%
211-00-75-30-4300	MISCELLANEOUS	50	-	0%
211-00-75-30-4330	DUES & SUBSCRIPTIONS	500	87	17%
211-00-75-30-4545	INTERLIBRARY LOAN CHARGES	100	-	0%
	TOTAL EXPENDITURES	772,657	197,379	26%
	SURPLUS REVENUES(EXPENDITURES)	\$ -	\$ (188,647)	

DATE: 04/03/2014
 TIME: 09:56:28
 ID: GL450000.WOW

CITY OF GRAND RAPIDS
 DETAILED BALANCE SHEET

PAGE: 1
 F-YR: 14

FUND: PUBLIC LIBRARY
 FOR 3 PERIODS ENDING MARCH 31, 2014

ACCOUNT #	DESCRIPTION	BALANCE 01/01/14	NET DEBITS	NET CREDITS	BALANCE 03/31/14
ASSETS					
211-00-00-00-0100	DUE FROM OTHER FUNDS	0.00	0.00	0.00	0.00
211-00-00-00-0110	DUE TO OTHER FUNDS	0.00	109,762.60	109,762.60	0.00
211-00-00-00-1010	CASH	421,741.77	11,135.67	210,431.08	222,446.36
211-00-00-00-1019	PETTY CASH FUND	20.00	0.00	0.00	20.00
211-00-00-00-1020	CHANGE FUND	90.00	0.00	0.00	90.00
211-00-00-00-1050	TAXES RECEIVABLE-CURRENT	0.00	0.00	0.00	0.00
211-00-00-00-1070	TAXES RECEIVABLE-DELINQUENT	4,780.00	0.00	0.00	4,780.00
211-00-00-00-1150	ACCOUNTS RECEIVABLE	0.00	0.00	0.00	0.00
211-00-00-00-1310	DUE FROM OTHER FUNDS	0.00	0.00	0.00	0.00
211-00-00-00-1313	DUE FROM ALS	0.00	0.00	0.00	0.00
211-00-00-00-1315	DUE FROM MN FOUNDATION	32,727.00	0.00	0.00	32,727.00
211-00-00-00-1320	DUE FROM OTHER GOVERNMENTS	0.00	0.00	0.00	0.00
211-00-00-00-1321	DUE FROM US GOV'T	0.00	0.00	0.00	0.00
211-00-00-00-1550	PREPAID ITEMS	16,251.37	444.25	16,251.37	444.25
211-00-00-00-1620	BUILDINGS	0.00	0.00	0.00	0.00
211-00-00-00-1621	ACCUMULATED DEPRECIATION	0.00	0.00	0.00	0.00
211-00-00-00-1630	IMPROVEMENTS	0.00	0.00	0.00	0.00
211-00-00-00-1800	ENCUMBRANCES	0.00	11,285.38	4,865.92	6,419.46
TOTAL		475,610.14	132,627.90	341,310.97	266,927.07
TOTAL ASSETS		475,610.14	132,627.90	341,310.97	266,927.07
LIABILITIES AND FUND EQUITY					
LIABILITIES					
211-00-00-00-2020	ACCOUNTS PAYABLE	15,660.43	192,181.08	178,978.17	2,457.52
211-00-00-00-2030	SALES TAX PAYABLE	0.00	71.88	120.31	48.43
211-00-00-00-2040	USE TAX PAYABLE	0.00	0.00	0.00	0.00
211-00-00-00-2060	CONTRACTS PAYABLE	0.00	0.00	0.00	0.00
211-00-00-00-2070	DUE TO OTHER FUNDS	0.00	0.00	0.00	0.00
211-00-00-00-2080	DUE TO OTHER GOVERNMENTS	0.00	0.00	0.00	0.00
211-00-00-00-2120	DUE TO COMPONENT UNIT-PUC	0.00	0.00	0.00	0.00
211-00-00-00-2170	ACCRUED WAGES PAYABLE	12,381.99	12,381.99	0.00	0.00
211-00-00-00-2200	DEFERRED REVENUES-TAXES	4,780.00	0.00	0.00	4,780.00
211-00-00-00-2220	DEFERRED REVENUES	918.75	918.75	0.00	0.00
TOTAL		33,741.17	205,553.70	179,098.48	7,285.95
TOTAL LIABILITIES		33,741.17	205,553.70	179,098.48	7,285.95
FUND EQUITY					

DATE: 04/03/2014
 TIME: 09:56:28
 ID: GL450000.WOW

CITY OF GRAND RAPIDS
 DETAILED BALANCE SHEET

PAGE: 2
 F-YR: 14

FUND: PUBLIC LIBRARY
 FOR 3 PERIODS ENDING MARCH 31, 2014

ACCOUNT #	DESCRIPTION	BALANCE 01/01/14	NET DEBITS	NET CREDITS	BALANCE 03/31/14
211-00-00-00-2530	FUND BALANCE-UNRESV & UNDESG	441,868.97	0.00	0.00	441,868.97
211-00-00-00-2950	RESERVE FOR ENCUMBRANCE	0.00	4,865.92	11,285.38	6,419.46
TOTAL		441,868.97	4,865.92	11,285.38	448,288.43
	FUND SURPLUS (DEFICIT)	0.00	188,647.31	0.00	(188,647.31)
TOTAL FUND EQUITY		441,868.97	193,513.23	11,285.38	259,641.12
TOTAL LIABILITIES AND FUND EQUITY		475,610.14	399,066.93	190,383.86	266,927.07

GRAND RAPIDS AREA LIBRARY BILL LIST - APRIL 9, 2014

DATE: 04/02/2014
 TIME: 14:00:44
 ID: AP443000.CGR

CITY OF GRAND RAPIDS
 DEPARTMENT SUMMARY REPORT

PAGE: 1

INVOICES DUE ON/BEFORE 04/09/2014

VENDOR #	NAME	AMOUNT DUE

PUBLIC LIBRARY		
0113100	AMAZON.COM	341.32
0113233	AMERIPRIDE LINEN & APPAREL	38.06
0118660	ARROWHEAD LIBRARY SYSTEM	109.64
0201428	BAKER & TAYLOR, INC	1,629.33
0221700	BUSY BEES QUALITY CLEANING	1,700.00
0701650	GARTNER REFRIGERATION CO	450.00
1201407	LAKE COUNTRY JOURNAL MAGAZINE	19.95
1205099	LEARNING OPPORTUNITIES INC	895.52
1415377	NORTHERN BUSINESS PRODUCTS INC	134.20
1605665	PERSONNEL DYNAMICS LLC	210.64
1608100	PHAROS SYSTEMS INT'L INC	879.00
1609925	PIZZA WORKS	12.99
1805150	RECORDED BOOKS	467.60
1909510	SIM SUPPLY INC	277.01
2008551	THOMSON REUTERS - WEST	202.50

TOTAL UNPAID TO BE APPROVED IN THE SUM OF: \$ 7,367.76

CHECKS ISSUED-PRIOR APPROVAL
 PRIOR APPROVAL

0114217	MARCIA ANDERSON	122.70
0212750	BLUE CROSS & BLUE SHIELD OF MN	4,699.00
0405738	AMY DETTMER	40.09
0605191	FIDELITY SECURITY LIFE INS CO	11.27
0718015	GRAND RAPIDS CITY PAYROLL	36,754.47
0805524	BONNIE HENRIKSEN	26.75
1209516	LINCOLN NATIONAL LIFE	96.10
1209522	LINCOLN REPUBLIC INSURANCE CO	20.50
1309335	MINNESOTA REVENUE	36.15
1405850	NEXTERA COMMUNICATIONS LLC	84.46
1609730	PITNEY BOWES	143.34
1621130	P.U.C.	2,404.36
2205637	VERIZON WIRELESS	112.46
2301700	WASTE MANAGEMENT	250.49

TOTAL PRIOR APPROVAL ALLOWED IN THE SUM OF \$ 44,802.14

TOTAL ALL DEPARTMENTS 52,169.90

Director's report March

Agenda Items:

Set Summer Hours

The contract with the Library Union Employees requires that we "meet and confer" with the union before scheduling Saturday hours during the summer. Will Richter, the union steward, will be at the meeting at the beginning to allow for a discussion of Saturday hours.

We have been open on Saturdays during the summer for the last 7 summers, and usage varies, depending on the weather and on what else is happening in town. We have offered Saturday story times for the last 2 summers, which proved to be very popular. For the last few years we have been the only library on this end of the Range open on Saturdays, providing internet access as well as a place to bring kids or to hang out. Holiday weekend Saturdays (Memorial Day and Labor Day and July 5 if it is a Saturday) tended to be very slow during the first 2 years we were open on Saturdays, so we decided to close on those Saturdays. This year I suggest we close on the Saturdays of holiday weekends including May 24, July 5 and August 30.

Strategic Planning

Adopt strategic plan

I have included a detailed action plan for the beginning of the strategic plan.

Annual Report Brochure

Each year after completing the annual report to the State, I put together a summary of the numbers and highlights into a brief report that is available on our web site and in the Library. A copy is included in your packet.

Building Security Issues

The "panic" buttons installed at the reference desk and the children's desk have been tied into the security system and are functional.

The swinging gates for the circulation desk are under construction and are waiting for special order sturdy hinges. These are similar to the gates on the reference desk. These will provide a barrier, at least a psychological one, to the back workroom area.

Energy center

The heat exchanger has been in use more often during March, as it was above zero more often. I won't see the natural gas bill until around April 11.

March statistics

The new people counter was installed at the end of February and will provide actual numbers again for March. We are now counting all people entering the building, instead of just the number entering the library. This is the number that needs to be reported to the state each year.

MN Power Foundation

I worked with the Library Foundation on a grant application to the MN Power Foundation for completion of the solar sunflowers. They rejected an application 2 years ago, but did issue an invitation to apply again for funds to complete a project. The application will be for enough money to complete the installation of the solar panels, including the mounting and tracking hardware and the sunflower graphics. We will probably not have anything until May.

Lighting

We are still trying different lights for the pendant lights, to come up with the best combination of color and wattage. The 4 lights closest to the Magazine area are the latest tests.

Assistant Director's Report April 2014

Teens

Teen Advisory Board Meeting March 25, 2014

Members present: Gabby L. Jonas T., Elizabeth T., Paige C. Desiree R.

Members spent the time making Peeps dioramas. Similar to last year, the group made two dioramas. One is "Dr. Peep", a take on Dr. Who. The other is "Frozen", a take on the movie of the same title.

There were 5 entries in the teen room monthly drawing. Heather M. won.

In March teens celebrated Teen Tech Week. There were questions they could answer to get a prize. The questions were designed to get teens more familiar with databases they have access to. One young gentleman was very excited about the homework help database. The questions were:

What is the library's website address?
What is the homework help database?
What database can you use to help fix your car?
What database can you use to fix your boat motor?
What database do you use to help find a good fiction book to read?

Operations

In March we weeded the reference collection. This gave us room to move newspapers. Once the newspapers were moved we had extra shelves for paperbacks. We moved mystery, romance, and western paperbacks to the area near the reference collection. Regular paperbacks spread out over shelves that used to have mysteries. Sci-fi/Fantasy were moved to the front of the shelving unit which gave another run for young adult. I moved young adult fiction and graphic novels to allow more space for the collections. For the most part, the moves gave us more space for the collections to grow.

Rapids Reads is in full swing now. We have dedicated a table to copies of "Turn Here, Sweet Corn" (the main selection) and "Minnesota's Bounty: the Farmer Market's Cookbook". Brian at ALS made a nice flyer with all the Rapids Reads events. The flyer is on the table and people have been taking copies and checking out the books.

My recent column in the Herald-Review was about landscaping. I pulled books for a display about landscaping and Marcia added some to the display about building birdhouses. Randy M. built the library a birdhouse to put on the grounds.

We had a display of craft books since March was National Craft Month. Darla changed the table to autism spectrum disorder books since April is Autism Awareness Month.

The lobby display case is advertising the 2nd annual Peeps diorama contest. Entries are due Monday April 14 by 7pm. There are two entries so far-both by the Teen Advisory Board. The display case has pictures of last year's entries as well as entry forms for this year.

CIRCULAT. THIS MONTH YTD YTD 2013 YTD 2013 Express Check outs % of total circulation 21.40%

Check-outs	13,228	36,415	39,670	-8.21%	2,831	21.40%
Renewals	1,876	5,224	5,541	-5.72%		
Total Circulation	15,104	41,639	45,211	-7.90%		
Returns	14,552	40,102	42,956	-6.64%		
New cards	102	272	316	-13.92%		

TECHNICAL PROCESSES
 Books cataloged and processed
 Withdrawn copies
 Withdrawn Titles

THIS MONTH	568	1,700	1,744
THIS MONTH	1,330	1,837	763
THIS MONTH	503	918	736

Door count 10463
 as of 3/1 includes all visitors to library

REFERENCE
 tests proctored
 computer help over 5 minutes

THIS MONTH	715	2,177	2,724
THIS MONTH	9	19	18
THIS MONTH	14	39	23

INTERNET
 Pharos sessions ***

HOURS	905	3,967	2,338
YTD HOURS	2,338	4,568	2,685

Non-Pharos sessions VOLUNTEERS

PEOPLE	67	178
HOURS	39	289.00

MEETING ROOM
 COMMUNITY ROOM

45 beginning March 1 we started counting all visitors no matter where they went

Total Mtg Rm Use

GROUPS	186	612.75
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PROGRAMS & TOURS

PROGRAMS	PEOPLE	YTD PROGRAMS	YTD PEOPLE	2013 YTD GROUPS	2013 YTD PEOPLE
BOOK TIME	10	165	18	18	368
SATURDAY STORY TIME	10	320	26	11	528
CLASS VISITS	4	48	8	15	224
NON SCHOOL GROUPS	1	30	5	5	308
CHILDREN'S PROGRAMS	3	14	7	11	242
TEEN PROGRAMS	28	577	64	60	1,670
Total Youth Programs					
Total Adult Programs	3	83	11	14	376

BOOKINGS & ARRANGEMENTS
TOTALS

HRS THIS MONTH	10.5	HRS YTD	30
HRS THIS MONTH	19	HRS YTD 2013	19

Children's Summary

March 2014

March has been a quiet month, at least according to the calendar. Only one special event and a few class visits. But Monday Book Time and Saturday Story Time both continue to be very well attended.

We've recently made a change to operations during Saturday Story Time. Because of the high volume of families that come to the library during story time, although not necessarily **for** story time, we now remove all the props from the Smart Play Spot during story time, to reduce the disruptions for both teachers and families. It was becoming increasingly difficult to hear and be heard. Families now understand that if they are coming "just to play" they will have to wait until about 11:45. Most seem to be fine with this new schedule.

There were class visits from Ball Club Head Start (13) and Sugar Point Head Start (10), as well as two visits from the middle school Special Ed class. Tracy also made a trip to an ECFE classroom to read to 19 preschoolers.

Thursday, March 27 at 6:00 pm the Boogers from the Duluth Playhouse presented "The Yard Bizarre" to an audience of 30. This outstanding, interactive and creative event was made possible through the Legacy Fund. It took the place of family movie night this month; there are very few new G or PG rated films for us to choose from lately, so Legacy events are a great option.

Looking Ahead:

- April 11 and 12, Tracy and I will attend the 26th Annual Spotlight on Books at Sugar Lake Lodge. This year's theme is "Minnesota Reads! Minnesota Writes!" and will feature Minnesota authors and illustrators of literature for children and young adults
- Kindergarten Roundup is Tuesday, April 16. It's a great opportunity to meet families and tell them about the library.
- Thursday, April 24 @ 6:00pm family movie night presents "Frozen."
- The Children's Fair is Saturday, April 26 at the IRC. Tracy and her daughter, Kate, will again staff the library booth, with information about library programs, and a simple make-and-take craft.

Library Volunteer and Program Report for March 2014

March Volunteers

39 volunteers/289.25 hours (Library Board, Program Committee and Teen Advisory Committee volunteers are included in this report. Friends of the Library data was not available.)

Volunteer Activities

- Volunteers helped process a large number of discards from children's books to reference books
- Elaine was a tremendous help in pulling discards and in moving and rearranging the paperback collection
- Arvin is a new volunteer—retired gentleman with a huge heart for volunteerism; he is shelving in childrens and was a major help in replacing shelves and moving books in the children's collections
- Two of our young women volunteers had to leave us in March as they have new babies
- Joanne was challenged to get to the library this winter as she walks from a nearby neighborhood. RSVP helped to arrange rides for her and she is now able to be back to work on a more regular basis
- Volunteers continue to be a large support with shelving, the pull list, creating program related bibliographies, a weekly update of the NY Times bestseller list and reshelving periodicals
- Of course, the Board and representatives from the staff, Friends of the Library and Program Committee have contributed time to working on the new strategic plan

Board & Committee Volunteers

Library Board: 7 volunteers/46.5 hours

Teen Advisory Board: 5 volunteers/5 hours

Program Committee: 6 volunteers/18 hours

The following programs were offered in March:

Learning Together About Today's Education: Tuesday, March 11 • 7:00 p.m.

Nick Pretasky, Director Northern Lights Community School 29 attended

Historical Perspectives on Women's Wages: Thursday, March 20 • 7:00 p.m.

Kathleen Nuccio 30 attended

Mush, Mush, Mushing!: Monday, March 24 • 7:00 p.m.

Joel Kersting 17 attended

UNIQUE MANAGEMENT SERVICES, INC.
 119 EAST MAPLE STREET
 JEFFERSONVILLE, IN 47130 USA
 (812) 285-0886

INVOICE

DATE INVOICE #
 4/1/2014 254019

BILL TO: Grand Rapids Area Library
 Attn: Marcia Anderson
 140 NE 2nd Street
 Grand Rapids, MN 55744

P.O. NUMBER	TERMS	PROJECT
	Net 30	1634 ERK

\$8.95

QUANTITY	DESCRIPTION	RATE	AMOUNT
4	03-04 Placements	8.95	35.80
8	03-11 Placements	8.95	71.60
4	03-18 Placements	8.95	35.80
1	03-25 Placements	8.95	8.95
3	Credit for accts closed by client prior to beginning the collection process	-8.95	-26.85
	Total cumulative recovery of \$17,648.48, yielding an ROI of 3.75 to 1.		

TOTAL

\$125.30

Thank you for your business.

INVOICE

From: Minnesota Women's Press, Inc.
970 Raymond Ave, Suite 201
St. Paul, MN 55114
Phone: 651-646-3968, Fax: 651-646-2186

To Grand Rapids Public Library
Marcia Anderson
140 NE 2nd Street
Grand Rapids, MN 55744

Date: March 31, 2014

Terms: 30 Days

Quantity	Description	Amount
1	Annual Bulk Subscription UPS Delivery	\$60

Total Due: \$60

Please mail your check to the above address or call us with your credit card number.

Thank You!

Customer Information

Please Direct Inquiries To:

XEROX CORPORATION
PO BOX 660502
DALLAS TX
75266
Telephone: 888-435-6333



Invoice Date: 04/01/2014
Customer Reference:
Due Date: 05/01/2014
Contract Number: VMN00000X000

Purchase Order Number:
Invoice Number: 073253875
Customer Number: 941269599

Ship To / Installed At:

GRAND RAPIDS AREA
LIBRARY
140 NE 2ND ST
GRAND RAPIDS MN
55744

Bill To:

GRAND RAPIDS AREA
LIBRARY
140 NE 2ND STREET
GRAND RAPIDS MN
55744

TO ORDER SUPPLIES CALL 1-800-822-2200 OR LOGON TO WWW.XEROX.COM/SUPPLIES

INVOICE DETAIL

Model Number: WC15PL
Serial Number: PDG155206

Base Charge 03/01/2014 TO 03/30/2014 \$ 27.73
Total Meter Usage Charge 12/27/2013 TO 03/25/2014 \$ 90.09

Meter Usage	Beginning Read	Ending Read	Usage
1st Meter Read	144158	146732	2574
Meter Charge	Quantity	Rate	Total
Net Billable Prints - 1	2574	.035	\$ 90.09

Accessories

Serial Number / Model Number
PKTPRO100 \$ 0.00
WC15ADF \$ 0.00

Subtotal: \$ 117.82
Invoice Total: \$ 117.82
Payments Made: \$ 0.00
Total Amount Due: \$ 117.82

XEROX FEDERAL IDENTIFICATION #16-0468020

PLEASE INCLUDE THIS STUB WITH YOUR PAYMENT, OR WRITE YOUR INVOICE NUMBER(S) ON YOUR CHECK

Ship To / Installed At:
GRAND RAPIDS AREA
LIBRARY
140 NE 2ND ST
GRAND RAPIDS MN
55744

Bill To:
GRAND RAPIDS AREA
LIBRARY
140 NE 2ND STREET
GRAND RAPIDS MN
55744

When paying by mail
send payment to:
XEROX CORPORATION
26152 NETWORK PLACE
CHICAGO, IL 60673-1261

Please check here if your "Bill To" address or "Ship To / Installed At" location has changed and provide updates on reverse side

CN: 941269599 INV #: 073253875 INV DATE 04/01/2014 EIPP

Invoice Amount
\$ 117.82

202100008070060 0732538756 0300117822 294126959962

Invoice

Payment

2014

Mission Statement

The Grand Rapids Area Library fosters a welcoming environment that builds a connected, informed, and engaged community.

Service Priority 1: Parents will feel supported in preparing their preschoolers for learning success, and primary students will develop a love of reading and learning.

Service Priority 2: Individuals will be supported in their personal search for knowledge and development of skills and careers.

Service Priority 3: Individuals will have access to online resources that connect them to their community and the world.

Service Priority 4: Individuals will enjoy varied options that enrich their leisure time, broaden their world view, and inspire their creativity.

Service Priority 5: Individuals and organizations will experience a comfortable, safe, quiet and welcoming place.

Service Priority #6: Individuals will find opportunities to work together, share ideas, discuss, and collaborate.

YEAR 1 Action Plans

May 2014 – April 2015

GOAL # 1: Parents will feel supported in preparing their preschoolers for learning success, and primary students will develop a love of reading and learning.

	PERSON RESPONSIBLE	COMPLETION DATE	Resources Needed
<p>1. On-site Children's Programming</p> <ul style="list-style-type: none"> • Activities for preschool children <ul style="list-style-type: none"> ○ Monday Booktime attendance will be evaluated for possible change. ○ Saturday Story Times will continue. Evaluate attendance for possible breaks ○ Baby Steps program affiliation will continue ○ Monday summer story times (8 weeks) • Activities for School-Age children. <ul style="list-style-type: none"> ○ Summer art series with MacRostie during June and July ○ Fun Family Fridays during August ○ Explore afterschool and Saturday programming during school year ○ Develop passive programs during school year • Family programs <ul style="list-style-type: none"> • Continue Family Movie Nights • Continue Legacy programs • Kidstuff programs during summer 	Darla & Tracy	ongoing	
<p>2. Summer and Winter Reading</p> <p>Continue both summer and winter reading programs Explore online registration and logs</p>	Darla & Tracy	Ongoing	

<p>Expanding developing a space designated for elementary ages based on needs Find/ Develop display space for new books</p>	<p>Darla & Tracy</p>	<p>ongoing</p>
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ACTION STEPS	PERSON RESPONSIBLE	COMPLETION DATE	RESOURCES NEEDED
<ol style="list-style-type: none"> 1. Child care providers: <ul style="list-style-type: none"> ▪ Maintain contacts with Itasca County Childcare coordinator as communication channel 2. Teachers <ul style="list-style-type: none"> ▪ Promote class visits to elementary preschool teachers ▪ Promote communication on homework assignments ▪ Promote calenders to head start ▪ Participate in Children's Fair 	<p>Darla</p>	<p>ongoing</p>	

ACTION STEPS	PERSON RESPONSIBLE	COMPLETION DATE	RESOURCES NEEDED
<ol style="list-style-type: none"> 1. Family programming (see Strategy A). 	<p>Darla & Tracy</p>		

ACTION STEPS	PERSON RESPONSIBLE	COMPLETION DATE	RESOURCES NEEDED
<ol style="list-style-type: none"> 1. Technology: Develop replacement schedule for AWE stations 	<p>Tracy & Darla & Marcia</p>		

ACTION STEPS	PERSON RESPONSIBLE	COMPLETION DATE	RESOURCES NEEDED

1.	Event Calendar email News release for each program Promote cabin kits Promote Brain Fuse	Tracy (Darla)		

	ACTION STEPS	PERSON RESPONSIBLE	COMPLETION DATE	RESOURCES NEEDED
2.	Staff Training Identify Children's staff training needs and develop plan to address Participate in Project Read meetings and other community efforts Take advantage of regional workshops and trainings and scholarships	Tracy (Darla)		

GOAL # 2: Individuals will be supported in their personal search for knowledge and development of skills and careers.

ACTION STEPS	PERSON RESPONSIBLE	COMPLETION DATE	RESOURCES NEEDED
1. Identify priorities for building collection <ul style="list-style-type: none"> • support programming • patron-driven acquisitions 	(Will, Amy)		

ACTION STEPS	PERSON RESPONSIBLE	COMPLETION DATE	RESOURCES NEEDED
1. Develop 2014-2015 program plan: <ul style="list-style-type: none"> ▪ Goal of at least two adult programs per month. ▪ Programming in support of established library priorities, including Cultural Diversity and bring people together 	Program Committee Chair (Committee members) Bonnie	July 2014	
2. Change main display table monthly to link with current programming.	Will	Monthly	
3. Submit application for program funding for 2014/2015 to Blandin Foundation.	Marcia		
4. Develop calendar for display case. <ul style="list-style-type: none"> ▪ Coordinate displays. 	Amy	Ongoing Calendar on S:/ Drive	
5. Support book clubs	Will		

ACTION STEPS	PERSON RESPONSIBLE	COMPLETION DATE	RESOURCES NEEDED

<p>1. Promo. Online Resources</p> <ul style="list-style-type: none"> Develop plan to promote awareness and use of databases. Chilton's Small Engine Repair, Help now and jobs now 	<p>Amy Will</p>		
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GOAL # 3: Individuals will have access to online resources that connect them to their community and the world.

ACTION STEPS	PERSON RESPONSIBLE	COMPLETION DATE	RESOURCES NEEDED
<p>2. Upgrade Equipment to meet patron needs</p> <ul style="list-style-type: none"> Replace Windows XP computers Investigate and budget for color copier, printer investigate self-service fax machine replace scanner investigate automatic authentication for Pharos and self-service payment 	<p>Marcia (City IT Department)</p>	<p>July 2014</p>	
<p>1. Continuing public training in introductory internet topics</p>	<p>Marcia/Will</p>	<p>As needed</p>	
<p>2. Maintain robust and accessible web site</p>	<p>Will, John</p>		

ACTION STEPS	PERSON RESPONSIBLE	COMPLETION DATE	RESOURCES NEEDED
<p>1. Library staff training:</p> <ul style="list-style-type: none"> Encourage attendance at 3 trainings/webinars/ web courses each year Budget for professional memberships/assistance 	<p>Marcia (All Staff) Marcia Bonnie</p>		
<p>2. Recruit volunteers to assist with classes and individual assistance</p>			

ACTION STEPS	PERSON RESPONSIBLE	COMPLETION DATE	RESOURCES NEEDED
Continuing public training in introductory internet topics	Will, Marcia		
Partner with other organizations to provide subject specific workshops as needed	Marcia		

GOAL #4: Individuals will enjoy varied options that enrich their leisure time, broaden their world view, and inspire their creativity.

ACTION STEPS	PERSON RESPONSIBLE	COMPLETION DATE	RESOURCES NEEDED
<ol style="list-style-type: none"> 1 Reading Related Programming <ul style="list-style-type: none"> • Rapids Reads 2015 • Summer Reading Programs for adults and teens 2 Writing/poetry/other creative programming <ul style="list-style-type: none"> • NaNoWriMo • DIY art, craft construction other programming • Create opportunities to create and share <ol style="list-style-type: none"> .i. Peeps contest/other creative contests 3. Regularly present programs featuring other cultures and beliefs. 4. Schedule Legacy programs 5. Use outdoor space/resources for programming 		Spring 2015	
ACTION STEPS	PERSON RESPONSIBLE	COMPLETION DATE	RESOURCES NEEDED

<p>Promote Summer and event passes</p> <ul style="list-style-type: none"> • Contact Family organizations with promotional material, • Newsletter • Columns • Announce at programs 		ongoing	

Goal 5: Individuals and Organizations will experience a comfortable, quiet, safe and welcoming place in which to sit quietly and read or meet and interact with others.

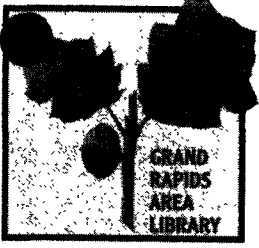


ACTION STEPS	PERSON RESPONSIBLE	COMPLETION DATE	RESOURCES NEEDED
Develop list of what needs to be done over next 2 years. Ongoing list to be updated for each budget cycle Paint library interior	Marcia (Facilities)	June 2011	
Explore rearranging space to provide more interactive zones			
Obtain Display spaces/racks for brochures and community information			
Explore use of grounds for outdoor reading/meeting space Patio for reading Gazebo for meeting			
Explore online room reservation possibilities			

Goal 6: Individuals will find opportunities to work together, share ideas, discuss and collaborate



ACTION STEPS	PERSON RESPONSIBLE	COMPLETION DATE	RESOURCES NEEDED
<p>Develop opportunities for people to come together for discussion and collaborating activities</p> <ol style="list-style-type: none"> 1. Include discussion and other participatory programs in scheduled program planning 2. Explore rearranging space to provide more conversation zones separated from quiet zones. 3. Mount exhibits and displays that encourage interaction, reviews, conversations 4. Online reviews or discussions 	<p>Program Committee and Staff</p>	<p>ongoing</p>	



April 12, 2014

Atina Diffley
25498 Highview Ave
Farmington MN 55024

PLEASE PROVIDE
A POWERPOINT
PROJECTOR FOR
BOTH PRESENTATIONS

GRAND RAPIDS AREA LIBRARY

140 NE Second Street
Grand Rapids, MN 55744

Director: (218) 326-7643
Reference: (218) 327-8820
Children (218) 327-8823
Office: (218) 326-7640
Fax: (218) 326-7644
TTY: (218) 327-8831

Dear Ms Diffley:

I am pleased that you will be leading presentations on organic gardening and farming for the Grand Rapids Area Library on April 30 at 3:30 pm and at 7:00 p.m. Please let me know if you have any audio visual or set up needs library staff should be aware of.

I understand that will you give your permission for your program to be recorded and replayed by our local community television station. If so, please sign the enclosed form. We can provide a copy of the DVD for you if you would like. Village Books, our local bookstore, will plan to have books available for sale.

- yes
+ thanks

The Library will pay you an honorarium of \$500 for your appearance. If these arrangements are agreeable, please sign below and complete and return one copy of each of the enclosed forms to help us in processing the paperwork for your payment.

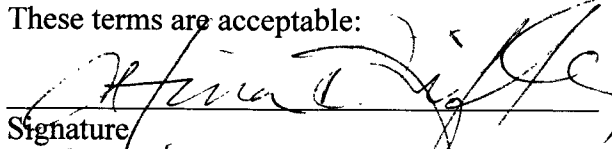
My e-mail is: manderso@arrowhead.lib.mn.us. Don't hesitate to contact me if you have questions or concerns about the arrangements for your program.

Sincerely,

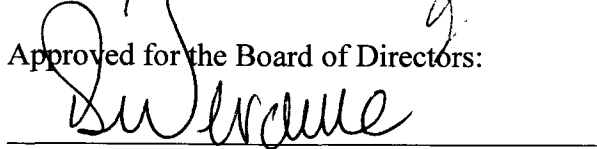
Marcia Anderson
Library Director

Enc: ICTV release form, W-9 form

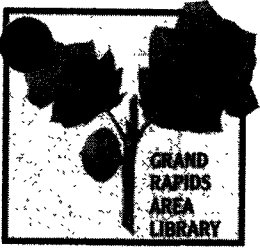
These terms are acceptable:


Signature

4-17-14
Date

Approved for the Board of Directors:

Board President

9 APR 14
Date



April 9, 2014

Beth Dooley
2322 Oliver Ave South
Minneapolis MN 55405

Dear Ms Dooley

I am pleased that you will be leading a presentation on the bounty of farmers' markets across Minnesota for the Grand Rapids Area Library on Thursday May 8 at 7:00 p.m. Your visit will be valuable to our community as part of our Rapids Reads community read project. Many people in the area are enthused about using local foods.

Please let me know if you have any audio visual or set up needs library staff should be aware of.

Our local cable access television station will record your talk, if you will sign and return the enclosed permission form. We can provide a copy of the DVD for you if you would like. The Village Bookstore will be on hand to sell your books.

The Library will pay you an honorarium of \$150 for your appearance, and \$50 for supplies for the cooking demonstration. If these arrangements are agreeable, please sign below and complete and return one copy of each of the enclosed forms to help us in processing the paperwork for your payment.

My e-mail is: manderso@arrowhead.lib.mn.us. Don't hesitate to contact me if you have questions or concerns about the arrangements for your program.

Sincerely,

Marcia Anderson
Library Director

Enc: ICTV release form, W-9 form

These terms are acceptable:

Beth Dooley
Signature

4/17/2014
Date

Approved for the Board of Directors:
[Signature]
Board President

9 Apr 14
Date